Associate Work Group Committee
1/9/2014

Members:

Shirley Smith – Scottsbluff
Lyndel Johnson – North Platte
Deb Ottemann – Kearney
Bea Hernandez – GI
Edna Heiden – GI
Sheri Bock – Columbus
Melissa Rakowsky – Norfolk
Cyd Hunt – Norfolk
Pat Lemmer – Lincoln
Brenda Coufal – Lincoln
Deb Rozmiarek – Omaha West
Vicki Webb – Omaha South
Linda Kloos – Omaha Downtown
Jan Simodynes – State Office
Cheryl Ferree – owner

After introductions topics for the Work Group to consider were shared:

1. Want QE2 to do more for us
2. Consistency in processes across the state
3. Sharing what other associates are doing in other offices/how they assist the specialists
4. Opportunity for Associates to get together as a group
5. Develop training for Associates
6. Scanning documents (releases and medical specifically)

Meeting Frequency: once a month, 2nd Thursday morning of the month a good time

Each workgroup member shared information about their role on the team. Each member had responsibilities for:
Taking referrals
Setting up cases in QE2
Sending for medical information
Sending letters
Phone duties

In addition some members had responsibilities for:
Typing Lab for clients
Fiscal
Career Scope testing
Post Secondary Monitoring
ATP Referrals
Service Agreements
Office Depot Ordering
P-card
BHEP Program – attend meetings and take minutes
Teaching Job Seeking Skills
Archive files for State Storage
Transition
ABN's for clients
In-service training set up/motel reservations
Hotline calls/updating

QE2 doing more for us!

1. Letter bank
2. Name and address merge into a word document

3. Two lines of the address and the plus 4 of the zip to show in the banner
4. Scanning medical release into QE2 file so when sending for medical the release is easily available
5. Scan medical information into file so don't have to hunt down paper file to see what medical has been received
6. Would like to see VR go paperless with client files. Wouldn't have to hunt down paper file, all information on a client would be in one place, make transferring cases easier.
7. Many staff maintain spreadsheets for client follow up and would like QE2 to be able to create these lists for them (post secondary monitoring, employment follow up, etc.)

To Do:

1. Ask teams how they would feel about getting rid of the list of Task Note headers and use Customized only (it was shared that about 80% of task notes use the Customized feature) – **Workgroup members**
2. Survey Monkey for training evaluations – like/dislike - **Workgroup members**
3. Ask Tibor to set up a Associate Workgroup Wiki – **Cheryl Ferree**
4. Faxing from our computers – **Cheryl Ferree**
5. Training on correct way to enter client addresses and provider addresses (discussion with the group indicated that many would like updated information on correct address placement the necessity of zip plus 4) – **Cheryl Ferree**

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